

Headquarters U.S. Air Force

Integrity - Service - Excellence

Source Selection An AQCS Perspective



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- **Review/discuss lessons learned from recent source selections**
 - **Pre-Request for Proposal (RFP)**
 - **Evaluation Process**
 - **Decision Briefings**
 - **Decision Documents**



- **Openness with industry**
 - **Share methodologies relevant to the evaluation, i.e.. Most probable cost and pricing**
 - **Include past performance relevancy criteria in RFP and share it with offerors**
 - **Don't let offerors guess what we're doing**
- **Involve Acquisition Support Team (AST)**
 - **Critical link between source selections**
 - **Effective cross-feed of lessons learned**



■ **Evaluation criteria**

- **Can stated requirements be exceeded?**
 - **If so, is it clear to offeror and evaluator how?**
- **Scrub number of Mission Capability (MC) subfactors and sub-elements**
- **Validate MC subfactor importance**
- **Ask the question**
 - **Is it clear how a proposal can be rated BLUE?**



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Evaluation Process

■ **Training**

- **Adequacy, timing, tools, policy**
- **Must ensure entire Source Selection Evaluation Team (SSET) is prepared to conduct evaluation**
 - **A week of training for a large source selection may be appropriate**
- **Consider individual training for Source Selection Authority (SSA) and Source Selection Advisory Council (SSAC) members**
 - **Don't assume they know what is expected of them**



Evaluation Process

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- **Manage discipline in the evaluation process**
 - **Consider dedicated effort to ensure electronic tool discipline and development of an audit trail**
 - **Prefer independent review of comments, assessments and Evaluation Notices (ENs)**
 - **Evaluator should not assess own comments**
 - **Lock down or baseline evaluation after initial evaluation, end of discussions and after Final Proposal Revision (FPR) assessment**
 - **Don't send out FPR request until all EN responses are assessed and captured in the post-discussion update to the offerors**
 - **Be prepared to “drill down” to show the SSAC/SSA**

Bullet EN Assessment Comment Proposal RFP



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Evaluation Process

- **Performance Risk Assessment Group (PRAG)**
 - **Obtain approval of relevancy criteria as appropriate**
 - **Dollar thresholds must have reasonable relation to est acquisition value**
 - **Consider contract type as appropriate**
 - **Link assigned ratings to the relevancy criteria**
 - **Aggressively pursue obtaining Past Performance Information (PPI) from other sources**
 - **Assess cost PPI (Earned Value Management System (EVMS) use and effectiveness)**
 - **Assess prime across all factors/subfactors, if PPI exists, even if a sub will perform the function**



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Evaluation Process

- **Prepare for the Proposal Analysis Report (PAR) - EARLY**
 - **Develop and document supporting rationale for briefing bullets and ratings PRIOR to including them in briefings**
 - **Take the time to develop narratives to support ratings**
 - **Make sure rationale directly ties to Evaluation Criteria**
 - **BLUE/YELLOW/RED - describe how the requirement was or was not met or exceeded and describe the impact/benefit**
 - **Be constantly vigilant of color and proposal risk definitions**



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Decision Briefings

- **Plan for and schedule lengthy/detailed/robust briefings**
 - **Provide narrative support for bullets in advance of briefings if possible**
 - **Avoid driving briefings to unrealistic time constraints**
 - **Vet briefing changes with entire SSET**
 - **Complete the evaluation before requesting a decision (Competitive Range/EN Release/FPR release)**



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Decision Briefings

- **Early and continuous SSAC involvement**
 - **Convene SSAC at all stages of the evaluation**
 - **Maximize participation of principals**
 - **Capture SSAC input/questions separately from SSET final assessment**



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Decision Documentation

- **Draft Proposal Analysis Report at time of initial evaluations; update throughout process**



Decision Documents

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- **Write comprehensive, supportable Source Selection Decision Document (SSDD)**
 - **SSDD belongs to the SSA - not the SSET**
 - **Compare and contrast proposals**
 - **Focus on discriminators**
 - **Write clear text, logical, plain English**
 - **Obtain samples from others (AQCS)**
 - **Plan on 10 to 15 pages**
 - **Start early**
- **SSDD must answer the question - Why?**
 - **SSDD is discoverable**



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Summary

- **Do work up front to ensure successful, smooth, source selection**
- **Nail down Requirements early in RFP development process**
- **Ensure robust audit trail**